

Chief, Management Staff

27 April 1956

Chief, Records Management Staff

Weekly Report - Week Ending 25 April 1956

1. Significant progress is being made in the application of the records control schedule in the Security Office and in the installation of a filing system. Since about the first of April when we began this project the equivalent of two file cabinets of records have been destroyed and a new filing system installed in two organizational units.

2. The reports management survey throughout the DD/I area is progressing satisfactorily. Recommendations have been developed on 32 of the 125 reports included in the inventory. Further proposals will be made to Mr. [REDACTED] office as soon as we have completed our work.

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3. The records disposition survey in OCR is progressing satisfactorily. So far, we have completed the inventory of the A.R.'s office and two staffs. The project is 5% complete.

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The result is a standard reporting form for use throughout the Office of Operations.

5. Continued progress is being made in the substitution of tabulating machine listings for punched cards which have been stored as vital documents in the Repository. The result is more space available in the Repository and the elimination of tabulating machine work which would be necessary in the event of an emergency.

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